

Policy: GM-04-01

Policy Title: Vehicles-Operating and Maintenance Record Keeping

Policy Purpose: Vehicle Maintenance

Implementation Date: 10/26/2004

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
VEHICLES-OPERATING AND MAINTENANCE RECORD
KEEPING**

The department will maintain the following data for each vehicle:

Vehicle Number

Year

Make

Model

Serial Number

License Number

Title Number

Inspection Date

License Renewal Date

Date Purchased or Leased

Purchase Price or Monthly Lease

Employee Responsible

Accumulated Mileage

Last Date of Maintenance

Accumulated Cost of Maintenance

Accumulated Fuel Used – Gallons

Accumulated Miles per Gallon

The department will either develop computer programs in-house, purchase commercial software or keep manual records to comply with this policy.

The information will be reviewed monthly and the appropriate person notified when service, inspection or license renewal is due on each vehicle.

The cost of service and any repair cost will be accumulated as part of this permanent record and will then be reviewed annually to determine when each vehicle should be replaced.

Bruce A. Hauk, Director
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